



CUSTODIAN (LEAP)
7500-2011-7PB29

Department(s):	State Personnel Board/Statewide
Opening Date:	9/21/2009 4:30:00 PM
Closing Date:	Continuous
Cut-off Date:	7/7/2015
Type of Examination:	SERVICEWIDE OPEN
Salary:	MONTHLY-RANGED-SALARY-\$2098.00 to \$2549.00
Employment Type:	Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

INTRODUCTION

The Limited Examination and Appointment Program (LEAP), under the authority of Government Code Sections 19240-19243.4, provides an alternate means of assessing the qualifications and skills of job applicants with disabilities. Upon successful completion of the program, participants are appointed to the identified job classification and begin serving a probationary period of six months to one year.

For more information on LEAP, pamphlets are available at the offices of the State Personnel Board, Department of Rehabilitation and Employment Development Department or at the following Websites: www.spb.ca.gov or www.dor.ca.gov.

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of

the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Those who meet all of the following criteria: 1) individuals with a disability, a record of a disability, or who are regarded as having a disability that limits one or more major life activities; 2) individuals with a Limited Examination and Appointment Program (LEAP) certification from the State Department of Rehabilitation; 3) individuals who have not taken this examination in the past 18 months; and 4) individuals who meet the minimum qualifications stated on this examination bulletin.

You may contact the Department of Rehabilitation to find out how to obtain a LEAP certification form. To find an office near your home, please contact the Department of Rehabilitation at (916) 558-5300, TTY (916) 558-5302, or online at www.dor.ca.gov.

FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply:

Click on the Apply Online link at the bottom of this bulletin.

Testing Period

The testing period for this classification is 18 months. You may not test for this classification more than once in a testing period. Eligibility expires 24 months after it is established. Competitors must then retake the Readiness Evaluation to reestablish eligibility.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact:

State Personnel Board
Examination and Selection Services Section
1-866-844-8671

Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones 1 (800) 735-2929; for voice phones: 1 (800) 735-2922.

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the State Personnel Board for use by other State agencies. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

MINIMUM QUALIFICATIONS

EITHER I

Six months of experience in the California state service performing the duties of a Service Assistant (Custodian). (Promotional candidates who have completed four months of the required experience will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

OR II

Six months of experience as a Custodian.

POSITION DESCRIPTION

A Custodian, under supervision, performs custodial duties in keeping an assigned office, building, or area clean and orderly; may instruct, lead or supervise inmates, wards or resident workers; and to do other related work.

Positions exist statewide.

EXAMINATION INFORMATION

The examination consists of 100% readiness training and experience evaluation. Candidates must receive a score of 70% or more in order to be placed on the employment list.

SCOPE OF EXAMINATION

The examination will include questions to evaluate your:

A. Knowledge of:

1. Methods, materials, chemicals, disinfectants, and equipment used in custodial work.
2. Safety practices in custodial work.

B. Ability to:

1. Use and care for custodial equipment and supplies.
2. Follow directions.
3. Read and write English at a level appropriate for the job.

VETERANS PREFERENCE

Veterans' Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans preference credits.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTIC

Willingness to work at night.

CONTACT INFORMATION

If you have any question concerning this announcement or the process, please contact:

STATE PERSONNEL BOARD
Examination and Selection Services Section
801 Capitol Mall
SACRAMENTO, CA 95814

1-866-844-8671
TDD: (916) 654-6336
California Relay Service: 1-800-735-2929 (TDD)
1-800-735-2922 (Voice)

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

GENERAL INFORMATION

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and

ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. Points are added as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093) which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veterans Affairs.

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

[Click here to go to the Internet exam.](#)